

**TO: Our Valued Customers** 

**FROM:** Bruce Zulauf – Division Director

**DATE:** April 7, 2016

**SUBJECT:** New Reception Desk Hours/Process

Beginning <u>May 2, 2016</u>, the Division will be modifying the hours of operation of the reception/licensing desk. The new hours of operation will be:

9:00 a.m. - Noon

1:00 p.m. - 3:30 p.m.

(Note: The Division reception area will be closed from Noon to 1:00 p.m.)

These new hours of operation will allow staff more time to efficiently and effectively conduct licensing requirements, including quality control and training. The Division will remain open from 8:00 a.m. to 5:00 p.m. for all other business needs.